

Project Close Out Procedure

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Approved by [REDACTED]

DHQ, and Stations

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Active Divisions/Departments

FEMC

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Purpose

This project close out procedure outlines the steps necessary to secure conditional occupancy and/or final acceptance for FEMC assigned Engineering and Construction projects.

Scope/Applicability

This procedure applies to all Raytheon Polar Services Company (RPSC) personnel concerned with project close out, and turnover to facility/system operation groups at Denver Headquarters, McMurdo, Palmer, and South Pole Stations.

Terms and Definitions

Conditional Occupancy

Conditional Occupancy (unless project terms otherwise define this requirement) is when the project is substantially complete, the punch list has been created and no life safety issues exist. The United States Antarctic Program (USAP) may occupy the area or facility and use the systems installed within the project scope such as major utility systems (plumbing, HVAC, electrical, fire systems, life safety systems, DDC, and IT systems).

Final Acceptance

Final acceptance is when the punch list items are 100% complete, all Conditional Occupancy items are in compliance, inspections are complete, and the project is accepted by the NSF or its designee.

Authority Having Jurisdiction (AHJ)

The Authority Having Jurisdiction in the Antarctic is the NSF.

Responsibilities

FEMC

Director, FEMC

Ensures Facilities, Engineering, Maintenance, and Construction (FEMC) compliance to this procedure.

Project Manager

- Manages the project closeout process.
- Ensures completion of engineering and construction tasking, system testing, RFI (Request for Information) and CR (Change Request) close out, and supporting documentation adequacy.
- Ensures that final construction details are completed. (See section entitled Completing Construction Tasking.)
- Ensures that required testing is conducted and approved.
- Ensures as-builts are completed.
- Monitors equipment start-up.
- Schedules Conditional Occupancy inspection with the NSF.

Facility Manager, FEMC

- Ensures transfer of accepted facility work from a construction to a maintenance status.

Technical Writer or Project Coordinator

- Develops outline for O&M Manual.
- Compiles new O&M Manual(s) and/or updates existing manual(s).

Document Control

- Maintains files of documents required for closeout.
- Maintains files of product data.
- Maintains record copies of closeout documents.
- Maintains the master project/drawing files as the repository of design documents.

NSF

- Has final approval on acceptance of punch list and close out materials.
- Grants Conditional Occupancy and Final Acceptance.

Title II Inspector

- When appointed, acts as the NSF's representative in inspections of work in place.
- If appointed, creates the punch list with RPSC as the NSF's representative. These punch lists are recommendations to the NSF.

Naval Facilities Engineering Command, Pacific (NAVFACPAC)

- May manage projects for NSF.
- May act as a Point of Contact for all questions related to close out and punch list, and may make recommendations to the NSF.
- May act as a technical advisor to the NSF.

Discussion

Project close out occurs after the FEMC Division completes all scheduled work for a major project. The close out process includes providing the required documentation and drawings for startup, commissioning, and testing. It also involves transferring the new or renovated facility from construction tasking to the party(s) responsible for operation and maintenance.

Completing Required Testing

Complete testing plans per Plans and Specifications utilizing existing test procedures located on the FEMC Master List.

Completing Construction Tasking

To ensure that all construction details are complete, the Project Manager (or designee) completes punch list per the *Project Punch List Procedure* (EN-DMPS-723).

Completing and Gathering Documentation

To gather and complete necessary documents, the Project Manager assigns appropriate personnel to complete the following steps:

1. O&M Manual (generally a Technical Writer)
2. Project documents and files including RFIs, change orders, vendor information, shop drawings, subcontractor documentation, etc.
3. As-built drawings per the *As-built Procedure* (EN-CDMPS-209) and the *CADD Manual* (EN-DMPS-101)
4. Distribution of final and fully approved documentation, including drawings and as-built drawings, to the appropriate locations, personnel,

files, and agencies. At a minimum, the distribution includes, but is not limited to, the NSF and RPSC.

Transferring Work from Construction to Operation and Maintenance Status

During the APP planning period of each fiscal year, FEMC will advise the Maintenance staff, Finance, and Operations of the projects that will be Conditionally Occupied in that Contract Year (KY) so those departments can plan and budget accordingly.

The Project Manager will schedule the Conditional Occupancy inspection with the NSF.

The NSF will conduct a Conditional Occupancy inspection, usually with help from NAVFACPAC, and develop the project punch list.

Project funds will be used only for completion of project tasking and identified punch list items. Items not originally part of the project scope or identified on the punch list are not the project's responsibility.

Once Life-Safety (Priority 1) deficiencies are satisfactorily corrected, the NSF will sign the Conditional Occupancy form.

Conditional Occupancy triggers a switch to Operations & Maintenance (O&M) financial responsibility. The Project Manager will notify Finance-Property Administration, by email, that the project is substantially complete and Conditional Occupancy has been granted. The email will include the project title, related Work Breakdown Structure numbers, an estimate to complete the punch list (labor and materials), and a projected date (often NSF dependent) for Final Acceptance.

Final Acceptance signifies the completion of all punch list items and the end of the construction project. The end user has full access to the area and all systems.

Signed copies of the Conditional Occupancy/Final Acceptance form and the Project Close Out Book will be transmitted to the NSF.

To complete the project close out, the Facility Manager, FEMC or designee, ensures that the following steps are completed in order to transfer the project from construction to maintenance status:

1. All capital equipment tagged with NSF property numbers.
2. All equipment entered into MAPCON.
3. Preventive Maintenance work orders developed for all equipment, including job steps and cycles – tri-annual, annual, monthly, weekly, daily, etc.
4. Subsequent work is charged to the appropriate maintenance WBS, ending all charges to the project WBS.

Confirming Completion, Submittal, and Acceptance of all Requirements for Project Close Out

To ensure that all requirements for project close out are met, the Project Manager or designee completes the following steps:

1. Gathers copies of acceptance forms with signatures.
2. Verifies that the following requirements have been met:
 - A. Completion and acceptance by the NSF of the formal punch list. Electronic signature is acceptable.
 - B. Completion and acceptance by the NSF of the project utilizing either a project-specific definition or *Project Acceptance Form* (EN-DMPS-215a). Electronic signature is acceptable.
 - C. Completion and acceptance by the NSF of the O&M Manual. Transmittal will be incorporated.
 - D. Completion and acceptance by the NSF of the drawing set and as-builts. Transmittal will be incorporated.

3. Present final closeout package to the NSF for review and final approval / acceptance of project. Place copies in the project file for future reference.

References

As-Built Drawings (EN-CDMPS-209)

CADD Manual (EN-DMPS-101)

Engineering Project Definitions (EPD) (EN-D-200)

Project Acceptance Form (EN-DMPS-215a)

Project Close Out Checklist (EN-DMPS-215d)

Project Management (IT-A-0114)

Project Punch List Procedure (EN-DMPS-212)

Quality Assurance Program (QA-A-770)

RPSC Annual Program Plan (FI-D-518)

RPSC Schedule

(All FEMC procedures and forms are located on the Master List/FEMC.)

Records

See “Project Close Out Documentation” under the FEMC-DHQ & STATIONS tab of the *FEMC Records Management Table* (EN-D-226a).